

**BY-LAWS OF  
SECTION OF YOUNG LAWYERS  
MARYLAND STATE BAR ASSOCIATION, INC.**

As Approved April 18, 2016

**ARTICLE I**

***NAME AND OBJECTIVES***

This Section shall be known as the Young Lawyers Section (YLS). This Section was formed to foster the discussion and interchange of ideas relative to the duties, responsibilities and problems of the younger members of the legal profession, to aid and promote their advancement, to encourage their interest and participation in activities of the Maryland State Bar Association (the Association), to provide opportunities for its members to meet socially, to further the purpose and objectives of the Association, and to undertake such further activities as shall be requested by the Board of Governors of the Association.

**ARTICLE II**

***MEMBERSHIP***

All members in good standing of the Maryland State Bar Association who prior to the commencement of the Bar year have not reached the age of 38 years or, regardless of age, who having been admitted to the Bar for a period of less than five years shall be eligible to be a member of the YLS.

**ARTICLE III**

***OFFICERS AND SECTION COUNCIL***

**Section 1. OFFICERS.**

The officers of this Section shall consist of a Chair, Chair-Elect, Secretary and Treasurer.

**Section 2. DUTIES.**

The duties of the officers shall be as follows:

- a. Chair* - The Chair shall be the chief executive officer of the Section and shall preside at all meetings of the Section and the Section Council. The Chair shall appoint all

Committee Chairs and Committee members, and with the advice and consent of the Section Council the Chair may create special Committees. The Chair shall be responsible for all reports to be submitted to the Association, the Board of Governors and the Section. The Chair shall perform such other duties as may be prescribed by the Section Council.

***b. Chair-elect*** - In the absence or disability of the Chair the Chair-elect shall perform the duties of the Chair. The Chair-elect shall perform such other duties as may be prescribed by the Chair or Section Council from time to time. The Chair-elect shall succeed to the office of Chair immediately following the expiration of the term of office of the outgoing Chair and shall prepare the annual budget for submission to the Association.

***c. Secretary*** - The Secretary shall keep a record of the proceedings of all meetings of the Section and of the Section Council, and shall maintain rosters of the membership of the Committees established by the Chair or the Section Council. The Secretary shall perform such other duties as may be assigned by the Chair or by the Section Council.

***d. Treasurer*** - The Treasurer shall perform the duties usually pertaining to such office consistent with the policies of the Association and subject to the direction of the Chair, and shall perform such other duties as may be assigned by the Chair. The Treasurer shall maintain appropriate accounts of the funds of the Section, and shall maintain an accounting of the expenditures by the Section.

### **Section 3. SECTION COUNCIL.**

***a. Composition*** - The Section Council shall be comprised of (1) the members of the Executive Committee as defined in Section 4 of this Article, (2) the Chairs and Co-Chairs of the Standing Committees, to be appointed by the Chair, and (3) the Young Lawyer Governors as defined in Article VII, Section 4 of these By-Laws. At the Chair's discretion, the Section Council may include (1) one representative from each County within the State of Maryland, to be appointed by the Chair, (2) and One student representative from each of the State of Maryland Law Schools (the University of

Baltimore School of Law & the University of Maryland Francis King Carey School of Law) to be appointed by the Chair, and (3) the American Bar Association (ABA) Delegates to be appointed by the Chair. The ABA Delegates include; the ABA YLD Delegate, alternated with the State of Virginia (Virginia Bar Association), every two years for a two-year term, and the MSBA YLS Delegate to the House of Delegates for a two-year term. Both ABA Delegates shall be appointed by the Chair whose term coincides with the first year of each position's term.

***b. Eligibility*** - Members of the Section Council shall be members of the YLS in good standing. Each Section Council member appointed as a County Representative or alternate must practice law in the County they represent and be a member of a bar association headquartered in that County. After providing written notice to the Chair, each representative may designate an alternate to attend all meetings in the representative's absence and act with all the rights and powers of said representative.

**Section 4. EXECUTIVE COMMITTEE.**

There shall be an Executive Committee of the Section Council comprised of (1) the officers of the Section Council, (2) the immediate past Chair and (3) one at large member appointed by the Chair. The Executive Committee shall be empowered to take action on behalf of the Section Council where necessary. Any action taken by the Executive Committee shall be subject to ratification by the full Section Council at its next regular meeting.

**ARTICLE IV**

***DUTIES AND POWERS OF THE SECTION COUNCIL***

**Section 1. GENERAL.**

The Section Council shall have general supervision and control of the affairs of the Section, subject to the provisions of the By-Laws of the Association and these By-Laws.

**Section 2. VACANCIES.**

The Chair may fill any Section Council vacancy which occurs during the interim between Annual Section Meetings except the offices of Chair, Chair-Elect, Treasurer and Secretary. If a

vacancy occurs in the office of Chair, then the Chair-Elect shall become Chair and hold both the offices of Chair and Chair-Elect until the close of next annual Section meeting. Any required assumption of the duties of the Chair by the Chair-Elect shall not affect the normal succession of the Chair-Elect to the office of Chair at the Annual Section Meeting. If both the offices of Chair and Chair-Elect simultaneously become vacant the Section Council shall elect a Qualifying Young Lawyer to serve as the Chair until the close of the next Annual Section Meeting, and the Chair-Elect shall be selected in the manner as provided by these by-laws. If there becomes a vacancy in either office of the Treasurer or Secretary, the Executive Committee shall nominate a Qualifying Young Lawyer for the position; the Section Council shall vote to confirm or deny the nominated candidate at the next scheduled Section Council Meeting. Officers so designated shall serve until the close of the next Annual Section Meeting.

**Section 3. TRANSACTION OF BUSINESS.**

All binding action of the Section Council shall be by a majority vote of the Section Council members present and voting. In the event of a tie vote, the vote of the Chair or Acting Chair shall control. A quorum of ten (10) Council members shall be required for the transaction of business.

**ARTICLE V**  
**COMMITTEES**

**Section 1. STANDING COMMITTEES.**

The Standing Committees of the Section to be appointed annually by the Chair shall be: Membership Committee, Nominating Committee, Activities Committee, Publications Committee, Education Committee, Policy Committee, Public Service Committee, Technology Committee, Disaster Relief Committee, Open Meetings Committee, Diversity Committee, Legislative Committee, Strategic Planning Committee and Pro Bono Committee.

**Section 2. DUTIES.**

All Committees shall perform such duties as may be assigned by the Chair of the Section or by Section Council. At the Annual Section Meeting, all Committees shall report their completed duties and assignments for the bar year. The duties of each Committee shall be as follows:

*a. Membership Committee* - The Membership Committee shall conduct a continuing campaign to obtain new members of the Association who will qualify as members of this Section.

*b. Nominating Committee* - The Nominating Committee shall consist of the Chair of the Committee, the Chair-Elect of the Section, two members from Section Council to be chosen by Section Council at its September meeting, and three Young Lawyers Section members who are not members of Section Council. One of the three Young Lawyer Section members shall be appointed by Nominating Committee Chair and each of the other two Young Lawyer Section members shall be appointed by each of the Section Council members chosen to serve on the Committee by Section Council. No more than two (2) members of the Nominating Committee shall be members, associates, counsel, of counsel or employed by the same place of employment within the past five (5) years. The Chair of the Section shall not be a member of the Nominating Committee. The Committee shall be appointed not later than October 1. No member of the Nominating Committee may be a candidate for any position being considered by the Committee, nor may a member of the Nominating Committee endorse a candidate or publicly campaign for a candidate. The Nominating Committee shall be responsible for the fulfillment of those responsibilities set forth in Article VII, Sections 1 and 4 of these By-Laws, and as may otherwise be stated in these By-Laws.

*c. Activities Committee* - The Activities Committee shall be responsible for the planning and preparation of the Section's Annual Charity Event and other social functions/events.

*d. Publications Committee* - The Publications Committee shall be responsible for compiling, editing and disseminating any publications of the Section Council including The Advocate, the YLS' quarterly publication to its members.

*e. Education Committee* - The Education Committee shall be responsible for conducting seminars and other educational programs for Young Lawyers; and generally, addressing

itself to the resolution of the practice problems experienced by the Section's membership and young lawyers generally.

*f. Policy Committee* - The Policy Committee shall be responsible for the maintenance of these By-laws, for the review of any proposed amendments to these By-Laws, and for any other policy matter that may arise.

*g. Public Service Committee* - The Public Service Committee shall be responsible for encouraging, initiating and/or coordinating projects undertaken by the Section in service to the public.

*h. Disaster Relief Committee* - The Disaster Relief Committee shall, pursuant to the American Bar Association's Young Lawyers Division (ABA/YLD) Disaster Assistance program, be responsible for coordinating local assistance to the ABA/YLD in its efforts during or following a disaster. The Committee shall also provide opportunities and support to local attorneys to assist victims of natural disasters pursuant to the victims' rights under the Federal Emergency Management Act (FEMA).

*i. Pro Bono Committee* - The Pro Bono Committee shall be responsible for promoting pro bono opportunities in Maryland, sponsoring pro bono projects, seeking expanded opportunities to render pro bono service in different areas of specialty, and recognizing young lawyers who perform pro bono service.

*j. Technology Committee* - The Technology Committee shall be responsible for coordinating and resolving technology related issues of Section Council, designing and implementing technology policies for the section, acting as liaison to any technology Committee or Task Force of the Board of Governors, and updating and maintenance of the YLS website and social media outlets.

*k. Open Meetings Committee* - The Open Meetings Committee shall be responsible for organizing and promoting the Section Membership Meetings in accordance with Article

VI of these By-laws. The Committee shall also be responsible for planning the Section's continuing legal education program at the Association's Annual Meeting.

*l. Diversity Committee* – The Diversity Committee shall be responsible for organizing and planning programming designed to expand and enhance the diversity of the Section and the legal community. The Diversity Committee shall also coordinate with other organizations to carry out diversity initiatives.

*m. Legislative Committee* – The Legislative Committee shall be responsible for monitoring state and federal legislation impacting lawyers and other items of interest of the Section membership. The Legislative Committee shall coordinate with the Association and other entities to ensure the Section's membership's views on proposed legislation are properly conveyed to necessary parties.

*n. Strategic Planning Committee* – The Strategic Planning Committee shall engage in a continuing study with regards to programs, projects, events and resolutions appealing to the interests of the Section's membership. The Committee shall also conduct a bi-annual survey of the membership evaluating the effectiveness and feasibility of the programs and activities of the Section and the existing organization of the Section.

### **Section 3. SPECIAL COMMITTEES.**

The Chair may create additional committees, to be known as Special Committees to carry out special initiatives and programs as he/she deem necessary. The Chair shall appoint the chair or co-chairs of any Special Committee created with the advice of the Executive Committee. Any Special Committee created shall be automatically dissolved at the close of the Annual Section Meeting, unless otherwise renewed by the incoming Chair.

### **Section 4. COMMITTEE REPORTS.**

The chair or co-chairs(s) of each Committee shall submit in writing to the Secretary, a monthly report of the recent and upcoming activities of the Committee prior to each monthly Section

Council Meeting. Additionally, chair or co-chair(s) shall provide an annual report of all activities of the Committee at the Annual meeting of the Section.

**Section 5. COMMITTEE CHAIR.**

Each Committee's chair or chair(s) may appoint a vice chair to act in their place when necessitated by absence or disability. Each Committee's chair or co-chairs(s) shall have the power to form or appoint such subcommittees as deemed advisable, with the approval of the Chair of the Section.

**ARTICLE VI**

***MEETINGS***

**Section 1. TIME & PLACE.**

*a. Annual Section Meeting.* The Annual Section Meeting shall be held each year during the Annual Meeting of the Association at the same place as the Annual Meeting of the Association.

*b. Section Membership Meetings.* The Young Lawyers Section shall hold two (2) Section Membership Meetings during the bar year, one in the Fall and one in the Spring. The time and place shall be posted and advertised at least 30 days prior.

*c. Monthly Section Council Meetings.* The Section Council shall meet once every month during the bar year except during the months of July, August and December. The minutes of the meetings shall be made available to any member upon written request to the Secretary.

**Section 2. ORDER OF BUSINESS.**

The order of business at regular [monthly] meetings shall be as follows:

- a. Report of Officers.
- b. Report of Young Lawyers' Governors.
- c. Report of ABA Delegate
- d. Report of Committees.



- e. Report of Circuit Representatives.
- f. Old business.
- g. New business.

**Section 3. PROCEDURE.**

Except as provided in these By-Laws, Roberts Rules of Order shall govern all meetings.

**Section 4. SECTION MEMBERSHIP MEETINGS.**

Ten (10) members of the Section shall constitute a quorum for the transaction of business at a Section Membership Meeting.

**Section 5. ATTENDANCE.**

Except for County Representatives, if any member of the Section Council, whether elected or appointed, shall fail to attend three successive meetings of the Section Council, or shall fail to attend four meetings within the bar year, or shall fail to submit a report for two consecutive meetings, then the Chair may declare such member to have automatically resigned, and the vacancy created thereby shall be filled in accordance with the provisions of these by-laws. If the Chair fails to attend three successive meetings of the Section Council, or shall fail to attend four meetings within any six month period, or shall fail to submit a report for two consecutive meetings, then the Section Council may declare the Chair to have automatically resigned, and the vacancy created shall be filled in accordance with the provisions of these by-laws.

**Section 6. REMOTE ACCESS**

Section Council members may attend any meeting, and shall be considered present at any meeting required or permitted by these By-laws by means of conference telephone call or by means of other remote communication, provided that all persons participating in the meeting (i) can either hear the proceedings of the meeting or read the proceedings of the meeting substantially concurrent with the proceedings, and (ii) have the opportunity to participate in the meeting and vote on all matters submitted to the participants in the meeting.

## ARTICLE VII

### *ELECTION OF OFFICERS AND YOUNG LAWYERS' GOVERNORS*

#### **Section 1. OFFICERS.**

The Chair-Elect, Secretary and Treasurer shall be elected by the general membership at the Annual Meeting of the Section. They shall hold office until adjournment of the next Annual Section Meeting or until their successors are elected. No officer shall serve in any one office for more than two successive years, with the exception of the Chair-Elect who shall serve only one year in that office.

1. *Notice Required* - The Nominating Committee shall give notice to the Section by publication on the Section's webpage, at least one of the Association's monthly publications, and in the Section's periodic publication that:
  - it will accept applications for the officer positions;
  - where applications should be sent; and
  - the deadline for filing applications.
  
2. *Deadline for Applications* - All applications must be received by mail or electronic format at the Association headquarters no later than 4:30 p.m., eastern standard time, on January 15th. If the Association headquarters are closed on January 15th, the applications shall be received by the Association headquarters no later than 4:30 p.m., eastern standard time, on the next day that the Association headquarters is open for business.
  
3. *Eligibility* - Any member of the Section, who will be a member of the Section at the commencement of the upcoming bar year and who will be a member of the Section throughout the term being sought (referred to as a "Qualifying Young Lawyer") and who has served on Section Council of the Section for at least one (1) year, may submit his or her application for consideration by the Nominating Committee. No member may submit his or her name for more than one office.
  
4. *Interview Required* - The Nominating Committee shall interview the applicants for the Officer positions and shall select one Qualifying Young Lawyer as the Nomination Slate

for each position to be filled. The Nominating Committee shall select a Qualifying Young Lawyer for the Nomination Slate for each officer position even if such Qualifying Young Lawyer did not file an application.

5. *Publication of Nomination Slate* - The Nominating Committee shall give notice of the Nomination Slate to the Section membership by publication in the same manner that the notice of the election was completed. Such notice shall include the name of each nominee and the procedure and deadline for submission of a Petition Against the Nomination Slate.
6. *Petition Against the Nomination Slate* - At any time after the determination of the Nomination Slate but prior to the lapse of thirty days from the initial date of publication of the Nomination Slate, any Qualifying Young Lawyer may submit to the Nominating Committee a petition of nomination which must be signed by not less than twenty-five (25) members of the Young Lawyers' Section and received by mail or electronic format by the Association headquarters prior to 4:30 p.m., eastern standard time. If the Association headquarters are closed on that date, the Petition(s) must be received by the Association headquarters no later than 4:30 p.m., eastern standard time, on the next day that the Association headquarters is open for business. The Association shall verify that petitioner is a Qualifying Young Lawyer and that the petition bears the signature of twenty-five (25) current members of the Section.
7. *Uncontested Election* - In the event that no Qualifying Young Lawyer has submitted a valid Petition Against the Nomination Slate, the Nomination Slate shall be elected.
8. *Contested Election* - In the event a valid Petition Against the Nomination Slate is submitted, notice of the contested election and the procedure for obtaining Absentee ballots shall be published in the same manner as the notice of the election was completed. The election shall be held at the Annual Section Meeting in June.
  - *Ballots* - In conjunction with the requirements of Article IX of these By-Laws, the Association's Executive Director or their designee shall cause to be distributed to all

current Section members, a notice of the contested election, instructions on how the contested election shall proceed, and a ballot. Each ballot shall contain the names and biographical information for each candidate, listed in alphabetical order in vertical arrangement, and shall make no provision for write-in voting. An asterisk shall indicate those candidates nominated by the Nominating Committee. The asterisk shall be explained at the bottom of each ballot by the following: “Indicates that this Candidate was nominated to serve in this position, upon an application and interview process by the Nominating Committee of the Section.”

- Biographical Information - Each candidate shall have the opportunity to provide a brief (not to exceed 100 words) statement concerning, his/her background and reason for seeking such position, etc.
- Voting Deadline – Each voter shall be directed to mark their ballot and submit it to the Association in the manner designated by the Association, no later than fifteen days after the date the ballots were distributed by the Association.
- Tabulation of Votes – After the expiration of the date by which the ballots must be received, the Association’s Executive Director or their designee shall count the ballots. The candidate(s) receiving the greatest number (a plurality) of votes shall be elected to the office. The Association’s Executive Director or their designee shall certify the results in writing to the Section’s Nominating Committee. In the event of a tie, where two or more candidates receive an equal number of votes, the Section Council shall vote at its next scheduled monthly meeting between the tied candidates which candidate(s) will be elected to each office; and any Section Council member(s) that may be candidates in a tied contested election must abstain from this vote.
- Publication of Contested Election Results – The Nominating Committee shall publish the results of the contested election in the same manner in which the notice of the election was completed.

**SECTION 2. YOUNG LAWYERS’ GOVERNORS.**

The Young Lawyers’ Representatives to the Association’s Board of Governors also referred to as the “Young Lawyers’ Governors” shall be selected by the Section’s Nominating Committee.

1. *Notice Required* - The Nominating Committee, prior to October 1st, shall give notice to the Section membership by publication on the Section's webpage and at least one of the Association's monthly publications to the Section membership that:
  - it will accept applications to fill the expiring terms of the Young Lawyers' Governors;
  - where applications should be sent;
  - the deadline for filing applications;
  - and the number of positions available.
  
2. *Deadline for Applications* - All applications must be received by mail or electronic format at the Association headquarters no later than 4:30 p.m., eastern standard time, on November 1<sup>st</sup>. If the Association headquarters are closed on November 1<sup>st</sup>, the applications shall be received by the Association headquarters no later than 4:30 p.m., eastern standard time, on the next day that the Association headquarters is open for business.
  
3. *Eligibility* - Any Qualifying Young Lawyer may submit their application for consideration by the Nominating Committee.
  
4. *Interview Required* - The Nominating Committee shall interview the applicants for the Young Lawyers' Governors positions to be filled and shall select one Qualifying Young Lawyer as the Nomination slate for each position to be filled. The Nominating Committee shall select a Qualifying Young Lawyer for the Nomination Slate for each position even if such Qualifying Young Lawyer did not file an application.
  
5. *Publication of Nomination Slate* - The Nominating Committee shall give notice of the Nomination Slate of Young Lawyers' Governors to the Section membership by publication in the same manner that the notice of the election was completed. Such notice shall include the name of the nominated Young Lawyer Governor(s) and the procedure and deadline for submission of a Petition Against the Nomination Slate.

6. *Petition Against Nomination Slate* - At any time after the determination of the Nomination Slate but prior to the elapse of thirty days from the initial date of publication of the Nomination Slate, any Qualifying Young Lawyer may submit to the Association headquarters a Petition Against the Nomination Slate, which must be signed by not less than twenty-five (25) members of the Young Lawyers' Section and received by mail or electronic format by the Association headquarters no later than 4:30 p.m., eastern standard time. If the Association headquarters are closed on that date, the petitions shall be received by the Association headquarters no later than 4:30 p.m., eastern standard time, on the next day that the Association headquarters is open for business. The Association shall verify that petitioner is a Qualifying Young Lawyer and that the petition bears the signature of twenty-five current members of the Section.
7. *Uncontested Election* - In the event that no Qualifying Young Lawyer has submitted a valid Petition Against the Nomination Slate, the Nomination Slate shall be elected.
8. *Contested Election* - In the event that a valid Petition Against the Nomination Slate is submitted, the nominees shall be interviewed and given an opportunity to address the Section Council at its next scheduled monthly meeting. Following the presentations, the Section Council shall then vote to select the Section's Young Lawyer Governor(s).
9. *Vacancy in Unexpired Term* - Should any position of Young Lawyers' Governor become vacant during its term, the Chair of the Section shall appoint a Qualifying Young Lawyer to serve in that Position for the remainder of the term.

## **ARTICLE VIII**

### ***AMENDMENTS***

#### **Section 1. TIMING.**

These By-Laws may be amended at any Section Membership Meeting including the Annual meeting of the Association. If a Section Membership Meeting cannot take place, these By-laws may be amended at the next Monthly Section Council Meeting and the Chair shall make a

portion of that meeting open to the section membership for the sole purpose of commentary and voting on any proposed changes to these By-laws.

**Section 2. AMENDMENTS PROPOSED BY MEMBERS.**

Any member of the Section may propose an Amendment to these By-Laws.

1. *Form* - All proposed Amendments shall be submitted in writing to either the Secretary or the Chair, and shall include the following:
  - o The existing text of the relevant Article and Section of the By-Laws.
  - o A copy of the proposed Amendment in which stricken material has been lined through or enclosed in brackets and new material has been underlined or highlighted.
  - o And the proposed text as it would appear if adopted.
  
2. *Timing* –The proposed Amendment shall be delivered to the chair or co-chair(s) of the Policy Committee. The Policy Committee shall have at least ten (10) business days to review the proposed amendment(s) and provide a report and recommendation regarding the proposed amendment(s).
  
3. *Report of Policy Committee* - At the Monthly Section Council Meeting following receipt and review of the proposed amendment(s), the Policy Committee shall make one of the following recommendations with regard to the proposed Amendment:
  - i. Adopt as submitted;
  - ii. Adopt with modifications;
  - iii. Reject; or
  - iv. Return to the Policy Committee for further study and report at the next Monthly Section Council meeting. No proposed Amendment shall be sent back for further study more than one time.
  
4. *Approval by Section Council* – At the Monthly Section Council Meeting where the Policy Committee provides its recommendation regarding any proposed amendment(s), the Section Council shall vote to:
  - i. Approve the proposed amendment(s) for publication to the Section Membership;

- ii. Approve the proposed amendment(s) for publication to the Section with modification(s); or
- iii. Reject the proposed amendment.

**Section 3. AMENDMENTS PROPOSED BY THE POLICY COMMITTEE.**

The Policy Committee can propose an Amendment to these By-Laws at any regularly scheduled Section Council meeting. Said proposal shall include the items required by Section 2(1) of this Article, and must be approved by the Section Council in accordance with Section 2, Part 4, of this Article.

**Section 4. APPROVAL OF AMENDMENTS.**

Upon Section Council approval of the proposed Amendment(s) the Policy Committee shall cause to be published to the Section membership the substance of the proposed Amendment, notice of the meeting at which the proposed Amendment will be voted upon, the procedure for obtaining a copy of the full text of the proposed Amendment, and the procedure for obtaining an absentee ballot. Publication may be accomplished by providing notice via Section email listserv and notice on the YLS website of proposed changes at least thirty (30) days prior to the scheduled vote. The vote upon the proposed Amendment shall take place at any Section Membership Meeting including the Annual Section Meeting of the Association. In the event that a meeting is canceled, the vote on the proposed Amendment shall occur at the next regularly scheduled meeting of the Section Council.

**Section 5. EFFECTIVE DATE.**

Unless otherwise specified in the proposed Amendment, a proposed Amendment shall become effective immediately upon the adjournment of the meeting at which said proposed Amendment receives a majority of the votes cast at said meeting.

**ARTICLE IX**

***ABSENTEE BALLOTS***

**Section 1. PROCEDURE.**



Absentee Ballots shall be available for any contested election of Officers. No proxy voting will be allowed. Any member wishing to vote by Absentee ballot shall contact the Association headquarters in writing to request an Absentee ballot.

**Section 2. DEADLINE AND VERIFICATION.**

Each voter shall be directed to mark the ballot and submit it to the Association headquarters in the manner designated in the ballot instructions. All Absentee ballots shall be received at the Association headquarters by no later than 4:30 p.m., eastern standard time, at least one week prior to the meeting at which the vote is to take place. Upon receipt of an Absentee ballot, the Association staff shall verify that the member is in good standing and entitled to vote.

**ARTICLE X**

**PROVISIONS OF GENERAL APPLICABILITY**

**Section 1. ELECTRONIC NOTICE**

Any notice, consent, or other communication required or permitted by these By-laws, including any vote on any matter brought before the Section and consistent with the Parliamentary Authority adopted by the Section, may be delivered by any form of electronic transmission that creates a record that (i) may be retained, retrieved and reviewed by the recipient of the communication, and (ii) may be reproduced directly in appear form by a recipient through an automated process.

**ARTICLE XI**

**EFFECTIVE DATE**

The original By-Laws became effective upon their approval by the Young Lawyers Section. Any Amendment to these By-Laws shall become effective upon their approval pursuant to Article VIII.